



Position Announcement  
**Warehouse Assistant II (ARPA Temporary)**  
**(ARPA Funded through December 2024)**

Application Dates:

**February 10, 2022 (open) Until Filled.**

*Resumes will be reviewed on rolling basis until position is filled.*

**About Us:**

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. For up-to-date information on the Foodbank, visit [www.foodbankonline.org](http://www.foodbankonline.org), Facebook, or Twitter.

**Job Description**

To coordinate and maintain Foodbank warehouse activities meeting operational objectives while ensuring compliance with safety, security, regulatory and company policies.

Maintain accurate receiving and shipping records in an efficient and timely manner. Ability to manage the warehouse floor staff, organize warehouse pick schedules and over all cleanliness.

**Work Hours/Shift:** Monday-Friday; full-time; non-exempt; some weekend and evening work required for special events. Position requires working nights and/or weekends.

**Essential Education:** Minimum: High school diploma or general education degree (GED).

**Duties and Responsibilities:**

- Under the limited supervision of the Warehouse/Facilities Manager, provides floor supervision and support for other Warehouse Assistants to maintain the general storage, food storage, refrigerated and frozen foods warehouse of the Foodbank.
- Maintains safe, clean, and orderly warehouse.
- Ensures all truckloads of products are received according to FBSEVA policies and procedures in concert with the inventory control staff.
- Assures a high level of order picking accuracy from warehouse staff by checking all picked orders daily.
- Ensures proper scheduling of all warehouse pick tickets while working closely with the Agency Relations & Kids Café sites.
- Monitor warehouse staff performance ensuring timely and accurate completion of projects and tasks.
- Train new warehouse staff as needed.
- Maintains accurate records for all Foodbank receipts and pick tickets in concert with the inventory control staff.
- Serves on Safety Committee that ensures implementation of FBSEVA's Injury and Illness Program.
- Oversees records for daily warehouse cleaning, general and food safety policies, and procedures. Ensures all warehouse staff comply with all FBSEVA regulations and procedures.

- Assures maintenance of all FBSEVA equipment by working with the Warehouse / Facilities Manger to schedule regular maintenance and repairs.
- Oversee warehouse volunteers as needed.
- As required, drive FBSEVA vehicles to make pick-up and deliveries.

**Work Experience:**

- Minimum: Three to five years of warehouse floor experience, with some supervisory team-leader experience.
- Preferred: 2 years warehouse management experience, including report writing.

**Requirements:**

- Previous experience training, reviewing, and developing staff.
- Daily pick ticket and receiving experience.
- Proficiency in inventory stocking and order picking.
- Extremely detail oriented.
- Ability to maintain all paperwork and records assigned to this position.
- Interest in and commitment to the mission of the Foodbank.
- Ability to work in a diverse environment with people of various educational, ethnic and socio-economic backgrounds and ages.
- Ability to perform duties in accordance with the Foodbank's Illness and Injury Prevention Program.
- Valid Virginia driver's license and clean driving record.
- Food Handler's/Manager's Certificate [required after hire].
- Preferred: Lift truck certification.
- Preferred: Valid Commercial Driver's License Class B

**Physical Demands:** While performing duties of this job, the employee may be required to do the following when working in the office or warehouse environment:

- The employee must, at times, lift and/or move up to 50 pounds when handling donations, documents and files in a mixed office and warehouse.
- Specific vision abilities required by this job include close vision while working with documents, computer screens, and filing.
- Distance vision (clear vision at 20 feet or more); peripheral vision, depth perception and ability to adjust focus when operating equipment.
- Use hands and fingers to handle or feel and reach with hands and arms.
- The employee frequently is required to stand and or walk for extended periods of time.
- The employee must be able to climb or balance.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.

**Pay:** Starting at \$15.00 per hour.

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If a reasonable accommodation is needed to complete the application process, please contact the employer directly at [orfrecruiting@foodbankonline.org](mailto:orfrecruiting@foodbankonline.org).

*The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.*